



ALBUQUERQUE AQUARIUM

TOUCHPOOL VOLUNTEER JOB DESCRIPTION 2006

WHAT

The Touchpool program is an Albuquerque BioPark education volunteer program for adults available year round. Touchpool Volunteers teach about marine invertebrates and guide visitors with gentle touching of live invertebrates at the Touchpool in the Albuquerque Aquarium. The Touchpool is the only exhibit in the aquarium that allows contact with animals, and is extremely popular with visitors.

WHO

Touchpool Volunteers need to be at least 18 years old. Skills needed to become a successful Touchpool volunteer include enthusiasm, flexibility, a commitment to teaching conservation, a sense of responsibility, the common sense necessary to work with animals, and patience working with visitors. You must also be able to tolerate your hands in salt water for most of the shift and demonstrate proper handling techniques at all times.

WHEN

The Aquarium is open 9:00am-5:00pm (until 6:00pm on weekends from Memorial Day through Labor Day) seven days a week, and you are welcome to work any time the Aquarium is open. The most popular visitor hours are 10:00am-2:00pm. Working a regular weekly shift is highly encouraged so it may be publicized. Evening hours may be available during special events, such as Aquarium Overnights. Touchpool Volunteers are asked to find their own substitute if they cannot make their scheduled shift. After the training is completed, a minimum of 36 hours a year is required in order to receive recognition. (If Touchpool volunteers are active in other BioPark Education volunteer programs and fulfill those minimum requirements, then the minimum Touchpool requirement drops to 24 hours per year to be recognized as a Touchpool volunteer.)

HOW

Touchpool volunteers go through a training process, including an understanding of the written material, as well as the ability to demonstrate proper handling techniques. This process includes: completing a written application, studying marine invertebrates, completing three shifts of on-the-job training, and demonstrating an understanding of the natural history of the marine invertebrates by taking a written assessment. Upon completion of these tasks, you are welcome to schedule yourself, and you may begin accumulating hours toward volunteer recognition. As a safety precaution, volunteers are required to submit to a security check before they can begin volunteering.

UNIFORM

A nametag and a blue uniform vest will be provided. Black, brown, khaki, beige or white colored pants and shirt are required. Blue jeans and printed or patterned shirts are not permitted. The attire should be neat and professional. Comfortable shoes with a good tread are recommended. Remember, you represent the City of Albuquerque and the BioPark.

**WHAT YOU
DO**

The duty of a Touchpool volunteer is to teach about marine invertebrates and supervise touching at the Touchpool in the aquarium. Invertebrates are available for supervised touching by visitors only when a volunteer is present to explain the animal's natural history and to guide in appropriate touching techniques. Touchpool volunteers work **only** at the Touchpool exhibit and not in other areas of the aquarium.

**WHAT YOU
GET**

Upon completion of the training, a three-shift probationary period, and a demonstrated commitment to the program, Touchpool volunteers will be given a pass to allow regular admission, on any day, to the Zoo, Aquarium, Garden, and Tingley Beach. They will also receive a discount at the food service and gift shop concessions. Touchpool volunteers are invited to attend the monthly education meetings at 11:00 am on the first Saturday and the first Thursday of each month; these meetings are a great source of information about current and upcoming events, as well as an opportunity to meet BioPark staff at Q&A sessions.

**WHAT IT
COSTS**

Nothing! The BioPark is happy to have you as a volunteer!

**WHO TO
CALL**

For more information, contact Cathy Wylie, Volunteer Program Specialist at 764-6245.

**HOW TO
APPLY**

Complete the application and return it to Albuquerque BioPark Education, Attn: Cathy Wylie, 2601 Central Ave. NW, Albuquerque, NM 87104.

ORGANIZATION

Touchpool volunteers report to Dave Karrmann, Aquarium Science Education Coordinator. The Education Coordinator reports to Bill Aragon, BioPark Education Curator. Others in BioPark Education who are available to assist include Cathy Wylie, BioPark Program/Volunteer Specialist, and the Aquarium/Botanic Garden Education Clerk, Helga Gonzales, can provide daily assistance.

**ALBUQUERQUE AQUARIUM
TOUCHPOOL 2006
VOLUNTEER JOB APPLICATION**



Today's Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

In case of emergency:

Name	Phone Number	Relationship
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How did you hear about the Touchpool program?

What makes you a good candidate for this program?

When you have completed the Touchpool training, will you be interested in working:

_____ weekdays _____ weekends _____ either

How did you hear about the Touchpool volunteer position?

What do you hope to gain from being a Touchpool volunteer? Knowing your expectations will help us to make your experience more rewarding.

The following information will help us learn more about your interests. Please fill it in if you feel it is appropriate, or if you have skills you'd be willing to share.

Educational Background: _____

Hobbies/Special Expertise/Relevant Experience: _____

**ALBUQUERQUE AQUARIUM
TOUCHPOOL VOLUNTEER
CONTRACT/RELEASE**

I have read the Albuquerque BioPark Education Touchpool Volunteer job description, and understand the responsibilities of becoming an Albuquerque Biological Park Touchpool volunteer. I am willing to enter into an agreement with the City of Albuquerque, Albuquerque Biological Park, and commit to donating at least 36 hours of my time annually to the Albuquerque BioPark. In return, I will be provided with on-the-job training.

I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer services at the Albuquerque Biological Park. The City will, however, be responsible if I am injured and the injury is caused by the sole negligence of the City or its employees. I agree that I will consult with my physician and insure that any inoculations recommended are maintained in a current status.

I understand that the City will hold me responsible for any damage to property of the City or property belonging to third parties if the damage is caused by my negligent conduct. Likewise, I understand that the City will hold me responsible for all injuries sustained by persons when the injury is caused by negligent conduct. I understand and agree that I shall be expected to pay for damages or injuries caused by my negligence.

I understand that this volunteer contract may be terminated at any time by either myself or the Albuquerque Biological Park without cause by giving at least 3 days notice in writing. In such event, any programs and educational materials that I have developed will remain the property of the Albuquerque Biological Park.

ALBUQUERQUE AQUARIUM TOUCHPOOL VOLUNTEER

Printed Name

Address

City

State

Zip

Signature

Date

Mail application, contract/release and background check forms to:

Albuquerque BioPark Education

Cathy Wylie

903 10th Street SW

Albuquerque NM 87102

OFFICE USE: NMSO PASS / NO PASS _____Date _____Initials